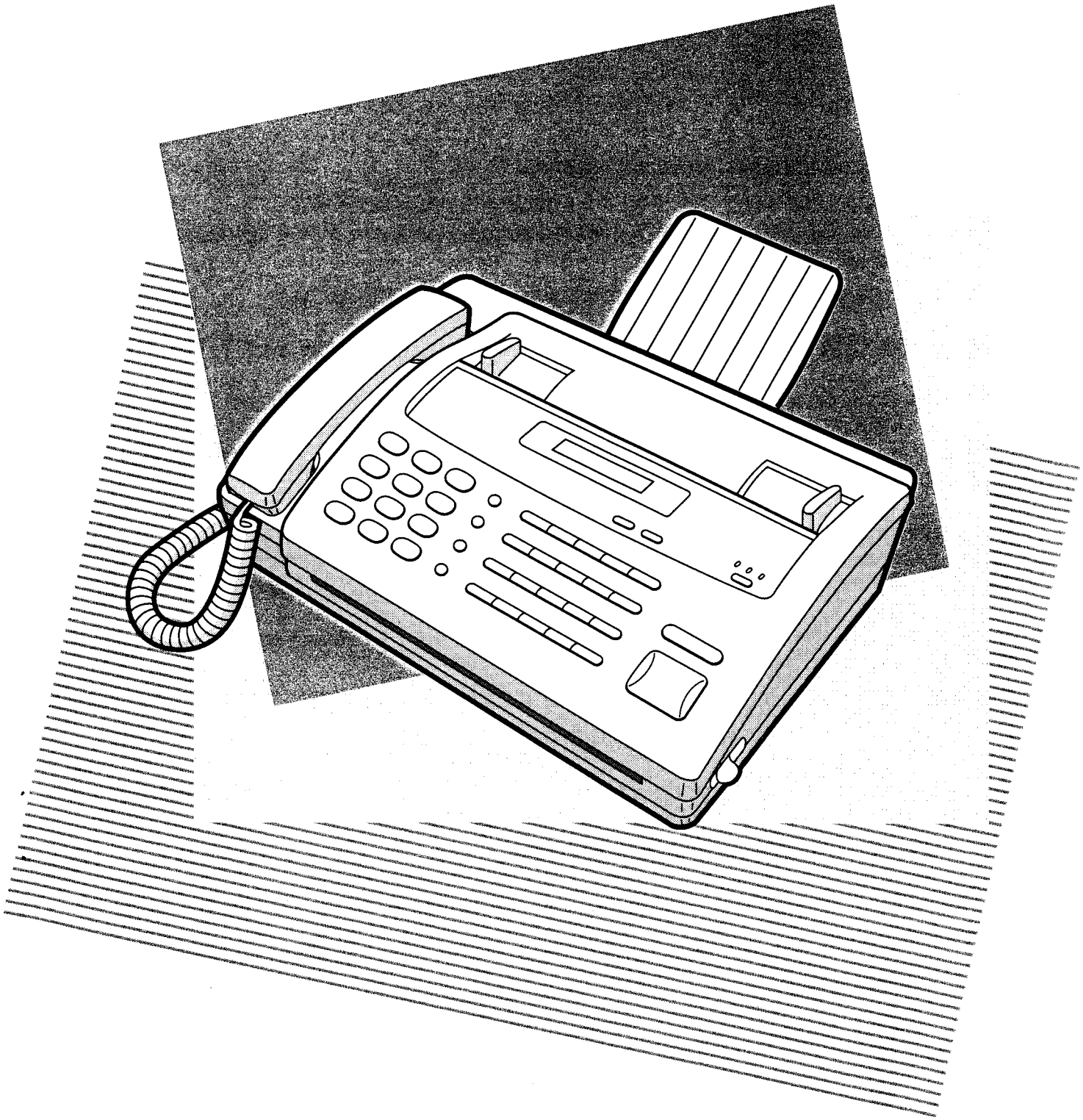
SHARP®

FACSIMILE

MODEL

UX-104

OPERATION MANUAL



WARNING — FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference in a residential installation.
This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.
— Increase the separation between the equipment and the receiver.
— Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
— Consult the dealer or an experienced radio/TV technician for help.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission
(2) identification of either business, business entity or individual sending the message; and
(3) telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."

FOR YOUR RECORDS

Please record below the model number and serial number, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is provided for further pertinent data.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

SHARP®

SHARP ELECTRONICS CORPORATION

Sharp Plaza, Mahwah, New Jersey 07430-2135

SHARP CORPORATION

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(TINSE3267XHZB)

• SHARP AUTHORIZED BUSINESS EQUIPMENT REPAIR STATIONS

To find the station nearest you, call 1-(800)-447-4700 toll free.
For operation assistance, call 1-(800)-732-8221

• SHARP SERVICE CENTERS

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SHARP ELECTRONICS CORPORATION
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(310) 637-9488

To order supplies or accessories, contact your local SHARP dealer/retailer or contact the SHARP Accessories and Supply Center at 1-(800)-642-2122.

INTRODUCTION

Congratulations on your purchase of the UX-104, and thank you for choosing Sharp!

The UX-104 facsimile transceiver is G3 compatible, the most commonly used type of facsimile machine today. In addition to the basic operations of sending and receiving documents, it provides a variety of special features designed to increase the range and power of your communication. These make it an ideal tool for the office, no matter how big or small the scale of operation.

This manual gives you easy-to-follow instructions for installing and using the UX-104. The Table of Contents will show you where instructions for using each feature are located. While you may not need to read every section in detail at first, we recommend you at least review them briefly.

The following layout standards are used in this manual:

- *Keys, switches, and labels on the machine are indicated in* **BOLD** *print.*
- *Messages appearing in the display are indicated in CAPITAL LETTERS.*

If you have any questions or problems which cannot be solved by reading this manual, please contact Sharp's Customer Information Center. The number is 201-512-0055.

IMPORTANT

- *Do not open the machine during operation (transmitting, receiving, or copying).*
- *Do not spill any liquids on the machine. These can damage the internal circuitry.*

♦ *Your fax machine and the telephone system*

The FCC Registration Number and Ringer Equivalence Number for this equipment are shown on the label on the back of the machine. The telephone company may require these numbers.

The sum of all Ringer Equivalence Numbers on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on a specific line.

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

If the telephone company notes a problem, they may temporarily disconnect service. When practical, they will notify you in advance of the disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

TABLE OF CONTENTS

INTRODUCTION i

TABLE OF CONTENTS ii

1. A LOOK AT THE MACHINE 1-1

2. INSTALLATION 2-1

SITE SELECTION 2-1
UNPACKING 2-2
ASSEMBLY AND CONNECTIONS 2-3
LOADING THE RECORDING PAPER 2-4

3. INITIAL PROGRAMMING 3-1

ENTERING YOUR NAME AND FAX NUMBER 3-1
ENTERING LETTERS FOR NAMES 3-2
SETTING THE DATE AND TIME 3-3
STORING NUMBERS FOR AUTOMATIC DIALING 3-4

4. BASIC OPERATIONS 4-1

TRANSMISSION 4-1
RECEPTION 4-8
COPYING 4-11
VOICE COMMUNICATIONS 4-12

5. USING YOUR FAX WITH OTHER DEVICES 5-1

ANSWERING MACHINE 5-1
EXTENSION TELEPHONE 5-7

6. OPTIONAL SETTINGS 6-1

7. PRINTING OUT REPORTS AND LISTS 7-1

8. USER MAINTENANCE 8-1

RECORDING PAPER 8-1
CLEANING THE MACHINE 8-2

9. TROUBLESHOOTING 9-1

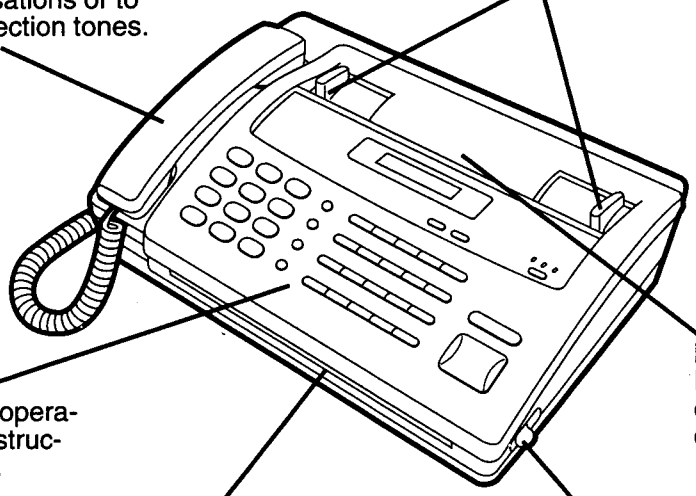
PROBLEMS AND SOLUTIONS 9-1
MESSAGES AND SIGNALS 9-3
CLEARING PAPER JAMS 9-4

10. SPECIFICATIONS 10-1

QUICK REFERENCE GUIDE Quick-i

INDEX Index-i

1. A LOOK AT THE MACHINE



Handset
Use the handset for ordinary telephone conversations or to listen for fax connection tones.

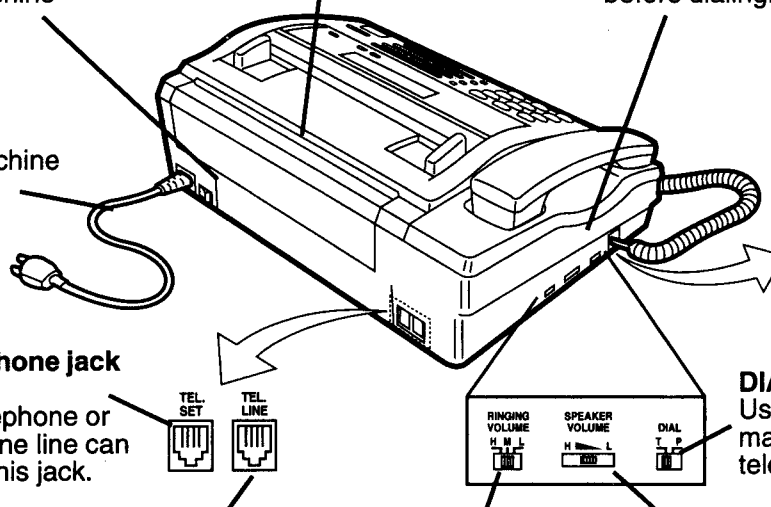
Adjustable document guide
When transmitting or copying a document, set these guides to the width of the document.

Operation panel
Use the keys on the operation panel to input instructions to the machine.

Document feeder
Documents to be transmitted or copied are placed face down here.

Original document exit
The original comes out of the machine here after being scanned for transmission or copying.

Operation panel knob
Pull this knob to open the operation panel.



Received document exit
Received documents and copies come out of the machine here.

Speaker
Voices or fax tones are heard from here when the **SPEAKER** key is pressed before dialing.

POWER switch
Turns the machine on and off.

Handset jack
The handset cord is inserted into this jack.

Power cord
Connects the machine to a power outlet.

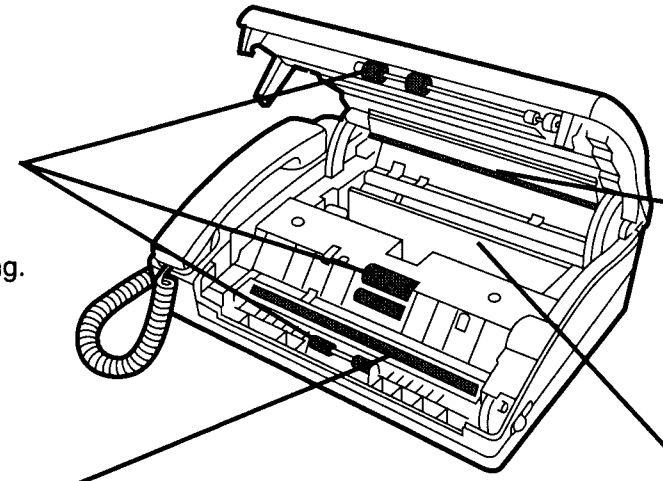
Extension telephone jack (TEL. SET)
An extension telephone or answering machine line can be inserted into this jack.

DIAL switch
Use this to set the fax machine to the type of telephone line you are on.

Telephone line jack (TEL. LINE)
The telephone line is inserted into this jack.

Ringing volume selector
Use this to adjust the ringing volume.

Speaker volume control
Use this to adjust the speaker volume.



Document rollers
These move the document through the machine during scanning.

Recording head
This applies heat to the recording paper to print out documents which have been received or copied.

Reading glass
This scans the document for transmission and copying.

Recording paper compartment
This holds the roll of recording paper.

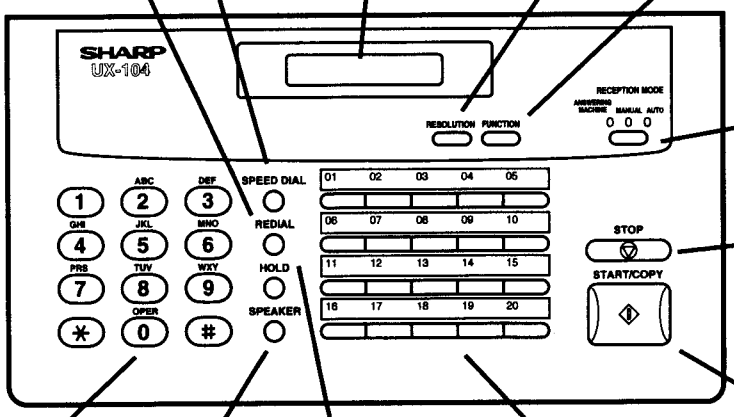
SPEED DIAL key
Press this key to dial a Speed Dial number.

Liquid crystal display
Displays various messages during operation and programming.

RESOLUTION key
Use this key to adjust the resolution and contrast for transmitting or copying a document.

REDIAL key
Use this key to automatically redial the last number dialed.

FUNCTION key
Use this key to select various special functions. Prompts indicating selections will appear on the display.



Reception mode key
Use this key to select the mode of reception.

STOP key
Press this key to stop operations before they are completed.

Numeric keys
Use these keys to dial and store numbers.

HOLD key
Press this key to put the other party on hold during a telephone conversation.

Rapid Keys (01 to 20)
Use these keys to dial fax and voice numbers automatically.
(Note that you must attach the Rapid Key labels.)

START/COPY key
Use this key to start transmission, reception, or copying.

SPEAKER key
Press this key to dial a number without picking up the handset.

2. INSTALLATION

SITE SELECTION

Take the following points into consideration when selecting a site for your UX-104:

ENVIRONMENT

- The machine must be installed on a level surface.
- Keep the machine away from air conditioners, heaters, direct sunlight, and dust.
- Provide easy access to the front, back, and sides of the machine. In particular, keep the area in front of the machine clear, or the original document may jam as it comes out after scanning.
- The temperature should be between 41° and 95°F (5° and 35°C).
- The humidity should be between 30% and 85% (without condensation).

ELECTRICITY

A 120 V, 60 Hz, grounded (3-prong) AC outlet is required.

Caution!

- *Connection to a power source other than that specified will cause damage to the equipment and is not covered under the warranty.*
- *If your area experiences a high incidence of lightning or power surges, we recommend that you install a surge protector for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.*

TELEPHONE JACK

A standard RJ-11C telephone jack must be located near the machine. This is the telephone jack commonly used in most homes and offices.

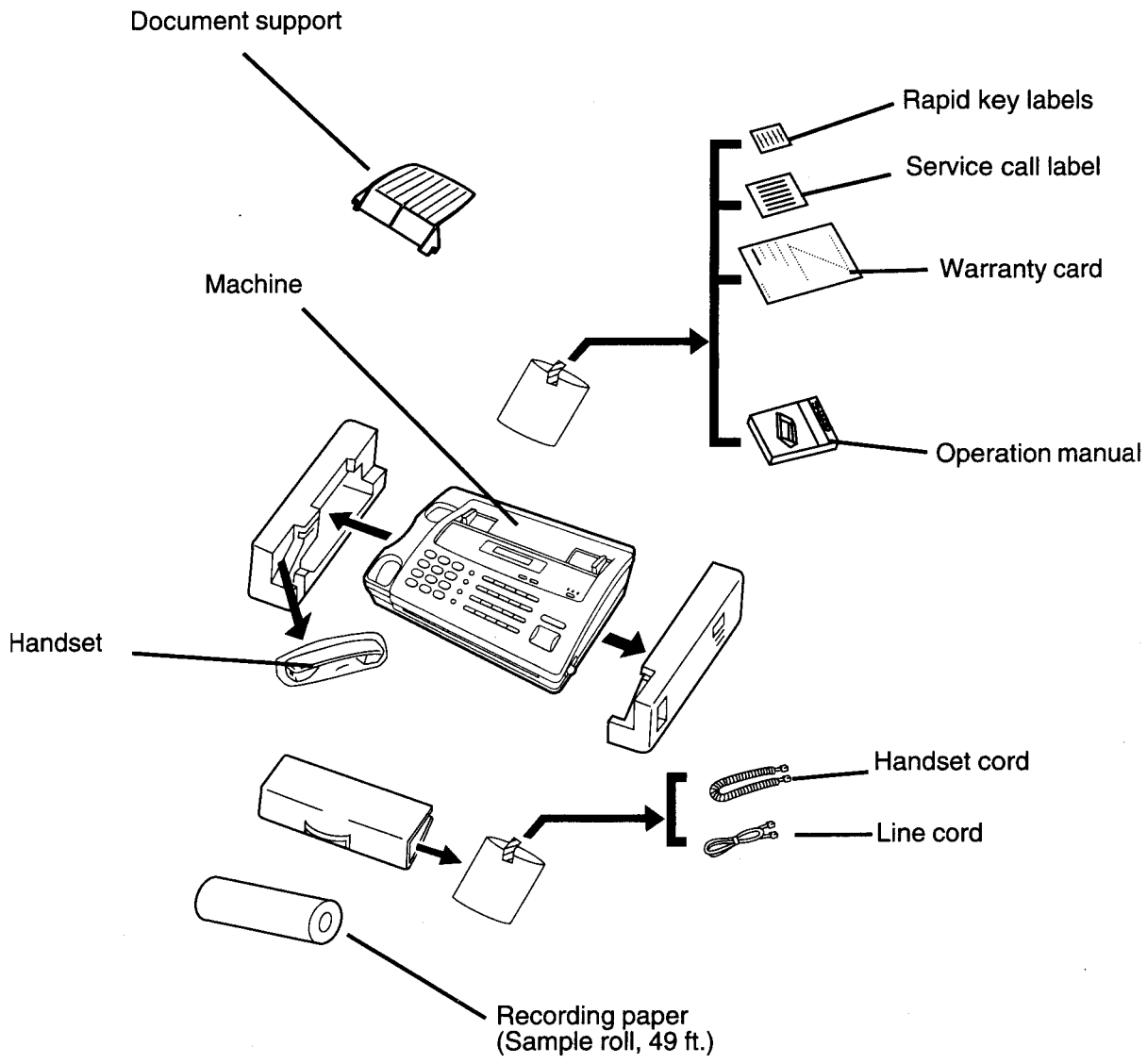
- *Plugging the fax machine into a jack which is not an RJ-11C jack may result in damage to the machine or your telephone system. If you do not know what kind of jack you have, or need to have one installed, contact the telephone company.*

If the machine is moved from a cold to a warm place...

If the machine is moved from a cold to a warm place, it is possible that the reading glass may fog up, preventing proper scanning of documents for transmission. To remove the fog, turn on the power and wait approximately 2 hours before using the machine.

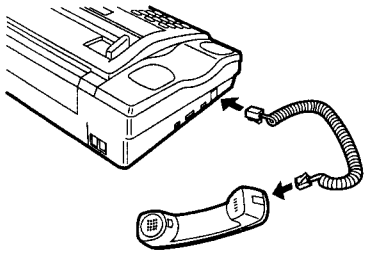
UNPACKING

Take the machine out of the box carefully, and remove all packing material. Make sure you have all the items listed below. If any are missing, contact your dealer.



ASSEMBLY AND CONNECTIONS

1

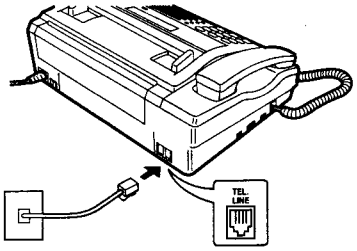


Connect the handset cord to the handset and the machine as shown.

- The ends of the handset cord are identical, so they will go into either jack.

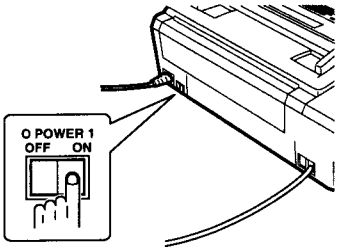
Place the handset on the handset rest.

2



Plug one end of the line cord into the jack on the machine marked TEL. LINE. Plug the other end into an RJ-11C telephone jack.

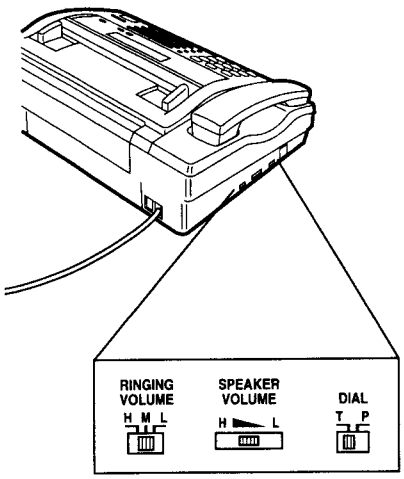
3



Plug the power cord into a 120 V, grounded (3-prong) AC outlet.

Press the power switch to turn on the power.

4



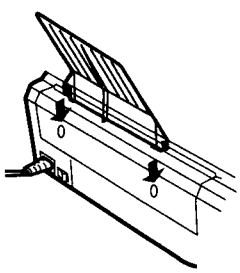
Adjust the volume switches on the left side of the machine:

- **RINGING VOLUME**: Set the switch at high (**H**), medium (**M**), or low (**L**) as desired.
- **SPEAKER VOLUME**: Adjust the setting from high (**H**) to low (**L**) as desired.

Set the mode of dialing with the DIAL switch. Select "T" if you are on a touch-tone line, or "P" if you are on a pulse dial (rotary) line.

- Be sure to make the correct setting, or you will not be able to make a call.

5

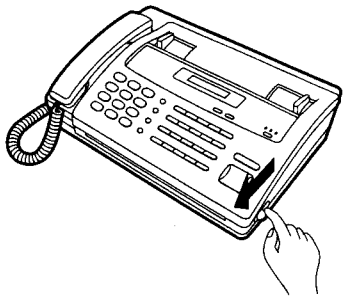


Mount the document support.

- Slide the hook-shaped ends of the support onto the two studs on the rear of the machine as shown.

LOADING THE RECORDING PAPER

1

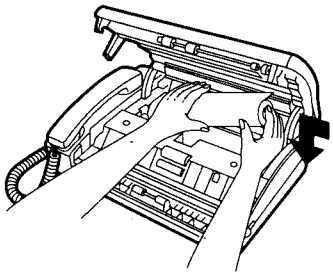


Pull the operation panel knob on the right side of the machine forward, and open the operation panel.

- The buzzer will sound briefly.

Remove the packing paper from the paper compartment.

2

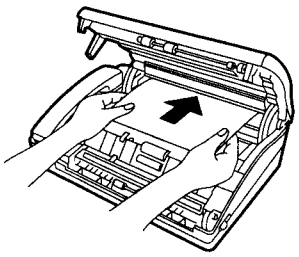


Unwrap the roll of recording paper and insert it in the compartment.

- **Important:** The roll should be placed so that the leading edge of the paper feeds from the top of the roll.
- Make sure the hubs on each side of the compartment fit into the ends of the roll. The hub on the left side is mounted on a spring to allow for insertion.

Note: The paper roll provided is only a sample roll which is approximately 49 ft. long. The UX-104 uses a standard 98.4 ft. roll.

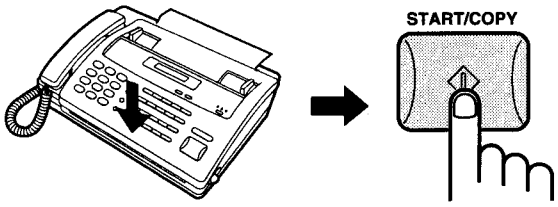
3



Pass the leading edge of the paper through the received document exit.

- Make sure there is no slack in the paper.

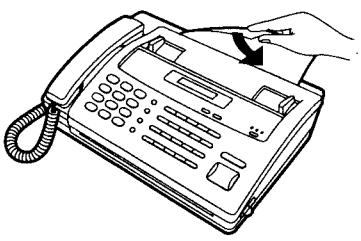
4



Close the operation panel by gently pushing down on the center.

Press the START key.

5



Grasp the paper by the edge and pull upward to tear it off.

3. INITIAL PROGRAMMING

ENTERING YOUR NAME AND FAX NUMBER

Your name and fax number (called the "Sender's name" and "Sender's number") are used in several functions which the machine performs. In particular, they are printed at the top of each page you transmit.

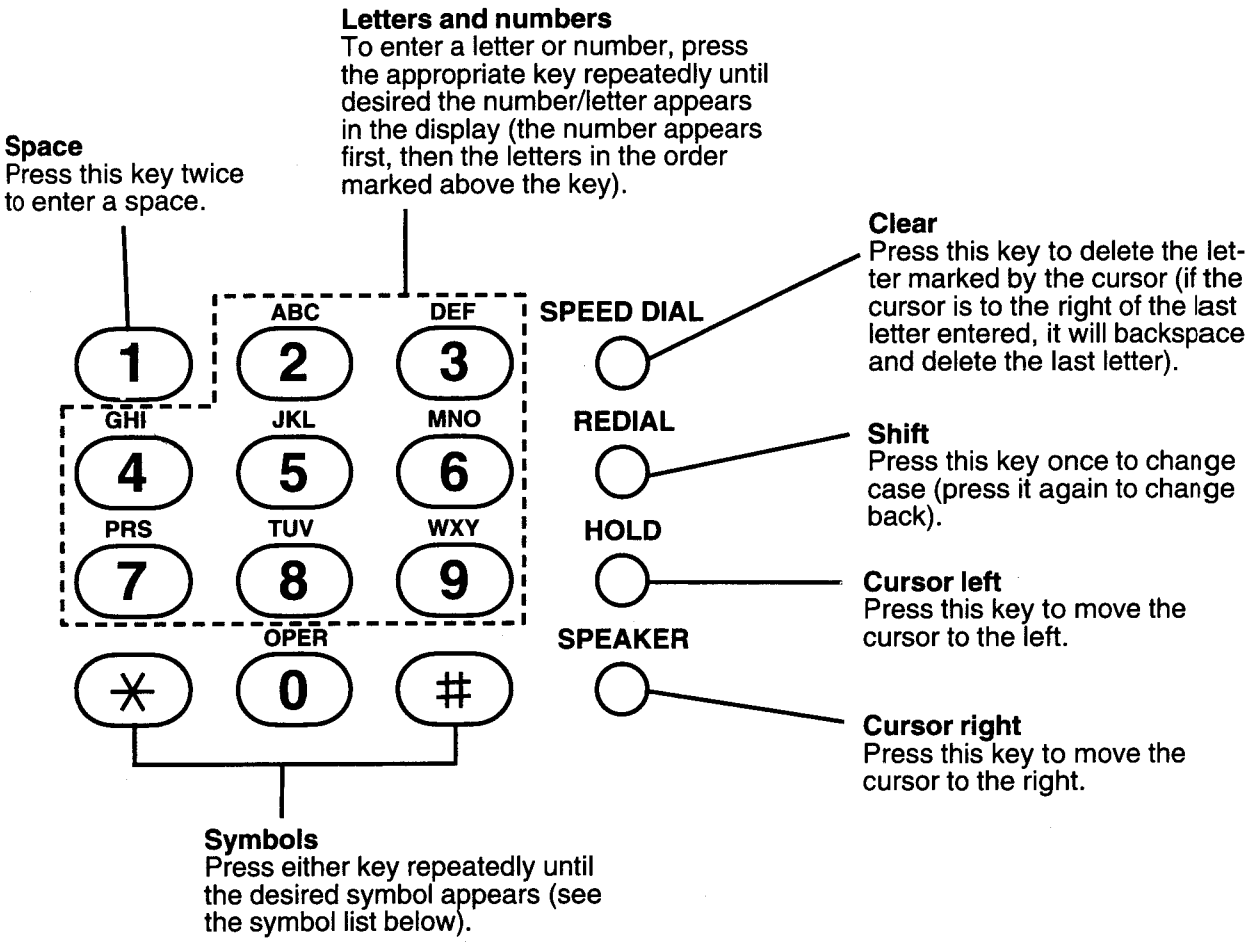
To give the machine your name and fax number, press the panel keys as shown in the procedure below.

- *To enter letters for your name, or correct a mistake, see "Entering letters for names" on the following page.*

Step	Press these keys:	Comments
1	FUNCTION, 3	Select ENTRY MODE.
2	✳, ✳	Move to OWN PASSCODE SET.
3	START/COPY	
4	5, 5, 5, 1, 2, 3, 4 (Example)	Enter your fax number (max. of 20 digits) with the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "✳" key.)
5	START/COPY	
6	ABC 2, DEF 3, GHI 4, ..., WXY 9 (Example)	Enter your name (see the following page). Max. of 24 characters. If you don't want to make an entry, skip this step.
7	START/COPY	
8	STOP	Exit.

ENTERING LETTERS FOR NAMES

To enter letters and symbols during a name storing procedure, press the panel keys as shown below.


Letters and numbers
To enter a letter or number, press the appropriate key repeatedly until desired the number/letter appears in the display (the number appears first, then the letters in the order marked above the key).
Space
Press this key twice to enter a space.
Clear
Press this key to delete the letter marked by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).
Shift
Press this key once to change case (press it again to change back).
Cursor left
Press this key to move the cursor to the left.
Cursor right
Press this key to move the cursor to the right.
Symbols
Press either key repeatedly until the desired symbol appears (see the symbol list below).
SPEED DIAL
REDIAL
HOLD
SPEAKER
ABC
DEF
GHI
JKL
MNO
PRS
TUV
WXY
OPER
1
2
3
4
5
6
7
8
9
0

- *Enter "Q" with the "7" key, and "Z" with the "9" key (these are not marked on the machine).*
- *To enter two letters in succession which require using the same key, press the* **SPEAKER** *key once after entering the first letter, then enter the second letter.*
- *To change one letter to another, move the cursor to that letter and enter the desired letter. The new letter will replace the old one.*

Symbol list

# →	←*
. / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←	

SETTING THE DATE AND TIME

The date and time appear in the display and in reports, and are printed at the top of every page you transmit. Set the date and time by pressing the keys on the operation panel as shown in the procedure below.

- *To correct a mistake, press the* **SPEED DIAL** *key to move the cursor back to the mistake, and then enter the correct number.*
- *The day of the week is set by entering a code number. Code numbers are as follows:*

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	FUNCTION, 3	Select ENTRY MODE.
2	✳	Move to DATE & TIME SET.
3	START/COPY	
4	1 1 (Example)	Enter the month with 2 digits (01 to 12) using the numeric keys.
5	1 2 (Example)	Enter the day with 2 digits (01 to 31).
6	9 3 (Example)	Enter the year with 2 digits.
7	4 (Example)	Enter the day of the week by entering the appropriate code number (see above table).
8	1 0 (Example)	Enter the hour with 2 digits (00 to 23).
9	2 5 (Example)	Enter the minute with 2 digits (00 to 59).
10	START/COPY	The clock will now start.
11	STOP	Exit.

STORING NUMBERS FOR AUTOMATIC DIALING

(This section is not necessary for basic operation of the UX-104 - if desired, you can go directly to Chapter 4, "Basic operations".)

Automatic Dialing is a quick and convenient way of dialing which is done by either pressing a Rapid Key (Rapid Key Dialing), or pressing the **SPEED DIAL** key and entering a 2-digit number (Speed Dialing). It can be used for both fax transmissions and voice calls.

To use Automatic Dialing (described in "Transmission" and "Voice communications" in Chapter 4), you must first store the full number in the UX-104. At this time, you assign a 2-digit Speed Dial number to it, and you can also enter a name (this appears in the display when the number is dialed). Up to 50 numbers can be stored.

- *Speed Dial numbers from "01" to "20" can be used for both Rapid Key Dialing and Speed Dialing; Speed Dial numbers from "21" to "50" can only be used for Speed Dialing.*
- *To allow easy identification of the Rapid Keys, attach each strip of Rapid Key labels above the appropriate row of Rapid Keys. The layout of the keys is shown in Chapter 1.*

Chain Dialing for long numbers

The maximum number of digits which may be entered when storing a telephone or fax numbers is 20. If you need to store a number which is longer than 20 digits, use Chain Dialing.

Chain Dialing allows you to combine two or more Automatic Dialing numbers, or use an Automatic Dialing number followed by additional digits entered manually with the numeric keys, to dial a single number. In addiition to being convenient for storing long numbers, it allows you to store an area code or access code as an Automatic Dialing number.

For example, to store a 26-digit number for Automatic Dialing, you would need to break it into two parts:

1) Store the first 20 digits into one Speed Dial number ("01", for example) using the storing procedure which follows, and press "1" in Step 9 to specify it as a Chain Dialing number (this tells the machine to wait for the remainder of the telephone number when you dial the Speed Dial number "01").
2) Store the remaining 6 digits into a separate Speed Dial number ("02", for example), and this time press "2" in Step 9 to specify that it is not a Chain Dial number (this tells the machine that the final part of the number has been dialed).

In this way, you specify all parts of the number but the last as Chain Dial numbers.

- *The maximum number of digits which can be dialed at one time by Chain Dialing is 40.*

Storing numbers

- *You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialed (such as "9") to access an outside line, you will need to enter a pause between the access number and the telephone/fax number of the other party. Pauses are entered by pressing the* **REDIAL** *key (2 seconds per pause). If necessary, several pauses can be entered in a row.*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*

Step	Press these keys:	Comments
1	FUNCTION 3	Select ENTRY MODE.
2	#	Move to FAX/TEL. # MODE.
3	1	Select SET.
4	0 1 (Example)	Enter a 2-digit number (from 01 to 50) using the numeric keys. This will be the Speed Dial number.
5	5 5 5 5 2 5 4 (Example)	Enter the fax or voice number (max. of 20 digits including pauses) using the numeric keys.
6	START/COPY	
7	ABC 2 DEF 3 GHI 4 ... WXY 9 (Example)	Enter the name of the location or party (max. of 10 characters). If you don't want to enter a name, skip this step.
8	START/COPY	
9	1 or 2	Press "**1**" if you want to specify the number as a chain dialing number. Otherwise, press "**2**".
10	STOP	Exit. If the number will be used for Rapid Key Dialing, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Step	Press these keys:	Comments
1	FUNCTION 3	Select ENTRY MODE.
2	#	Move to FAX/TEL. # MODE.
3	2	Select CLEAR.
4	0 1 (Example)	Enter the Speed Dial number which you want to clear using the numeric keys.
5	START/COPY	
6	STOP	Exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 4, and then change the number and/or name when they appear in the display (Steps 5 and 7, respectively).

Numbers and letters are changed as described in "Entering letters for names" in this chapter.

♦ ***A lithium battery keeps Automatic Dialing numbers in memory***

The UX-104 uses a lithium battery to keep Automatic Dialing numbers and other programmed data in memory when the power is turned off.

Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years.

If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

4. BASIC OPERATIONS

TRANSMISSION

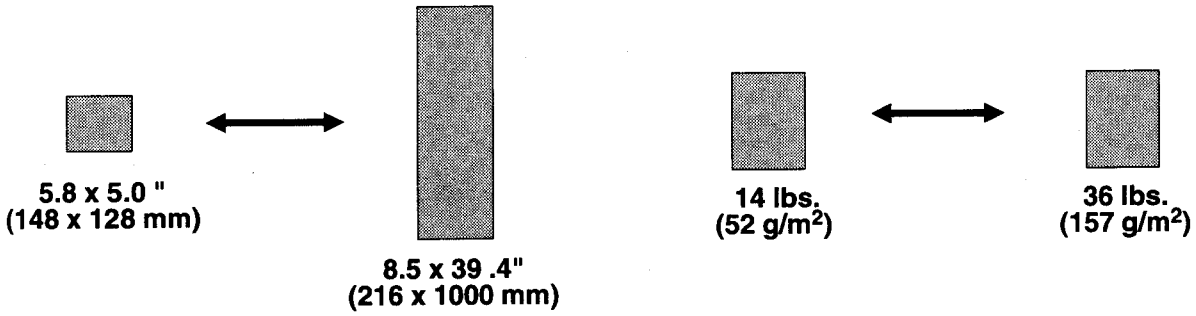
Transmittable documents

Your UX-104 can transmit most standard office documents. Specific guidelines are as follows:

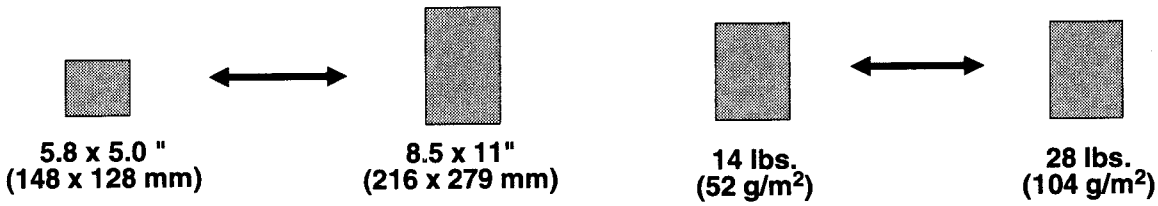
Size and weight

The size and weight of documents which you can load in the document feeder depends on whether you load one sheet at a time or several sheets at once.

One sheet at a time:



Several sheets at once:



- *The area of the document which is scanned by the machine is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.*

  Scanning width: *8.3"*
  Scanning length: *The length of the sheet minus 0.16" from both the top and bottom edges.*

Other restrictions

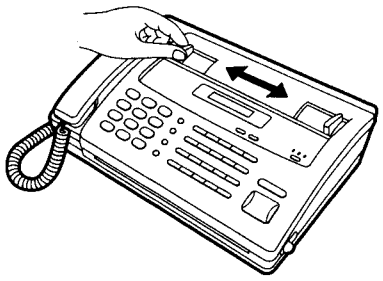
- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognize these colors.
- Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be copied, and the copy used for transmission.

Loading the document

Up to 10 sheets can be placed in the feeder at one time (see "Transmittable documents" at the beginning of this section for allowed sizes). These will be automatically fed into the machine starting from the sheet on the bottom.

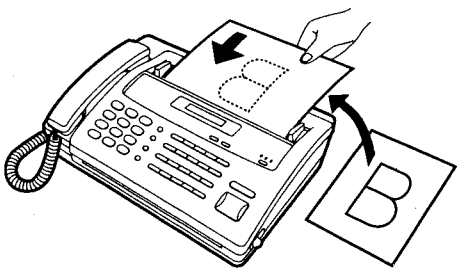
- *If you need to send or copy more than 10 sheets, place the additional sheets gently and carefully in the feeder as the last sheet is being scanned. Do not try to force them in, as this may cause double-feeding or jamming.*
- *If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the machine as the previous sheet is being scanned. Insert gently to prevent double-feeding.*

1



Adjust the document guides to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

- The feeder will draw the leading edge of the document into the machine. SEND READY will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialing and transmission".

Resolution and contrast

If you want, you can adjust the resolution and contrast before sending a document.

Resolution

The UX-104 has 3 resolution settings:

STANDARD:	*Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.*
FINE:	*Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.*
HALF TONE:	*Use HALF TONE for photographs and illustrations. The original will be reproduced in 16 shades of gray.*

If you do not make a setting, the machine will automatically send the document in STANDARD. (The default setting can be changed to FINE by adjusting User Switch 1 - see Chapter 6, "User Switches".)

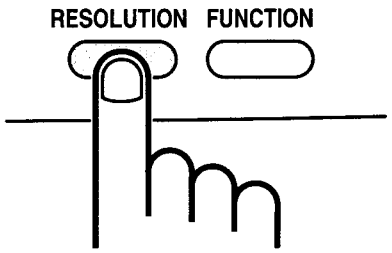
- *In order to transmit with FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to STANDARD.*

Contrast

The contrast is normally set to AUTO, which means that the machine automatically controls the contrast, but for very light documents you can change the setting to DARK.

Making the settings

1



Press the RESOLUTION key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

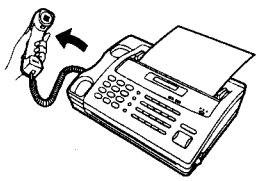
Dialing and transmission

Once you have loaded the document and made any desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialing, and you can select the one which best suits your needs.

Normal Dialing

With Normal Dialing, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

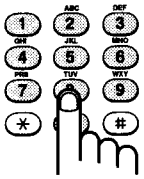
1



or

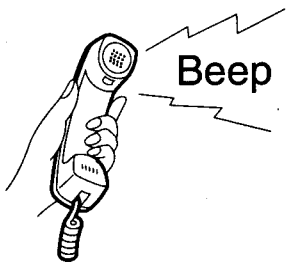
Pick up the handset or press the SPEAKER key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

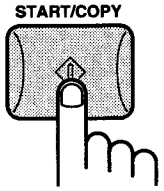
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the START/COPY key. Replace the handset if you used it.

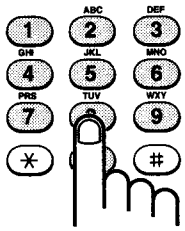
- At the end of transmission, the buzzer will sound briefly and the machine will return to standby mode.

Direct Keypad Dialing

If you don't need to talk with the other party before sending the fax, you can just dial - it isn't necessary to pick up the handset or press the **SPEAKER** key.

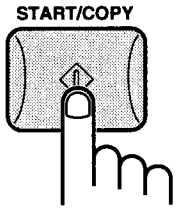
- *Direct Keypad Dialing is a form of Automatic Dialing, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing numbers for Automatic Dialing" in Chapter 3.)*

1



Press the appropriate numeric keys to enter the number.

2



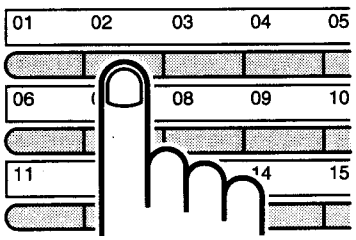
Check the display. If the number of the receiving machine shown is correct, press the START/COPY key.

- If it is not correct, press the **STOP** key to clear the number, and then re-enter it.

Rapid Key Dialing

If the number you want to dial has been stored for Automatic Dialing as a Speed Dial number from "01" to "20" (see "Storing numbers for Automatic Dialing" in Chapter 3), you can dial it by pressing the corresponding Rapid Key.

1



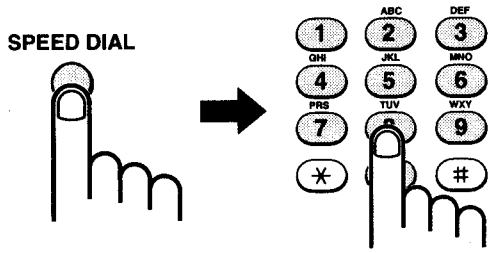
Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display, or the fax number if no name was recorded for that number. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialing

Speed Dialing can be used to dial any number which has been stored for Automatic Dialing (see "Storing numbers for Automatic Dialing" in Chapter 3).

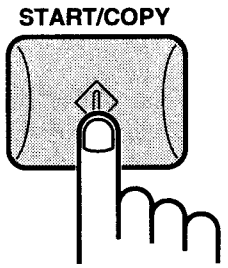
1



Press the SPEED DIAL key and then enter the two digits of the Speed Dial number using the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2



Check the display. If the name or number shown is correct, press the START/COPY key. (If not, press the STOP key.)

Chain dialing

There are several ways to dial a number by Chain Dialing:

- Simply press the appropriate Rapid Keys in the proper order. For example, press Rapid Key 01, then Rapid Key 02.
- If Speed Dialing must be used, press the **SPEED DIAL** key followed by the 2-digit Speed Dial number. For example, press the **SPEED DIAL** key and "32", then the **SPEED DIAL** key and "33". Press the **START/COPY** key after the final number to begin transmission.
- You can also enter a number by simply pressing the appropriate numeric keys after a Rapid Key or Speed Dial number has been entered. This is convenient when you want to dial a number which hasn't been stored for Automatic Dialing in combination with one which has been stored (for example, a long distance access code.) Press the **START/COPY** key after the final numeric key has been pressed to begin transmission.

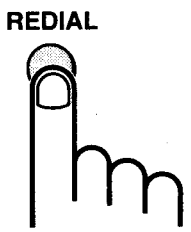
Any of the above methods can be combined to dial up to 40 digits at a time.

Redialing

Using the REDIAL key

If the line is busy, you can press the **REDIAL** key to redial the number (the last number dialed is redialed).

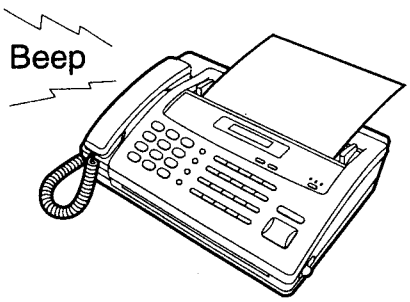
1



Press the REDIAL key.

- The speaker will be activated.

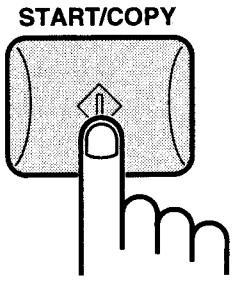
2



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other person answers, pick up the handset and ask them to press their Start key. This causes the other machine to issue a reception tone.

3



When you hear the reception tone, press the START/COPY key. Replace the handset if you used it.

Automatic redialing

If you use Automatic Dialing (including Direct Keypad Dialing) and the line is busy, the UX-104 will automatically redial the number. This will be done 2 or 5 times (depending on the setting of User Switch 3), at intervals of 1 or 5 minutes (depending on the setting of User Switch 4). (See Chapter 6.)

- *To stop the machine from redialing, press the **STOP** key.*

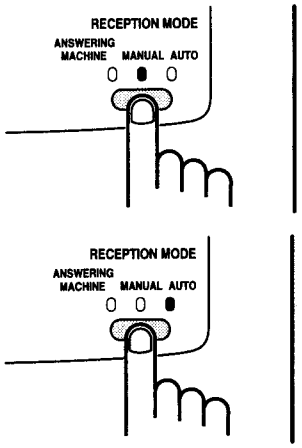
RECEPTION

The UX-104 has two basic modes of reception: manual and automatic. With manual reception, you must first pick up the handset and then press the **START/COPY** key. With automatic reception, you don't need to do anything; the machine automatically receives the incoming document.

- Manual reception is generally used when you will be receiving both voice calls and facsimile transmissions on the same line.
- Automatic reception is generally used for a dedicated fax line (only fax transmissions will be coming in).

Setting the mode of reception

1



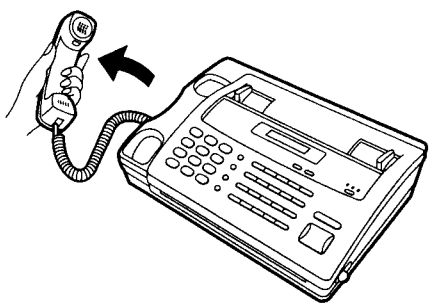
Set the mode of reception with the reception mode key on the panel.

- For manual reception, press the key to select **MANUAL**.
- For automatic reception, press the key to select **AUTO**.

(The **ANSWERING MACHINE** setting is used when you connect an answering machine to the fax machine. This is described in Chapter 5.)

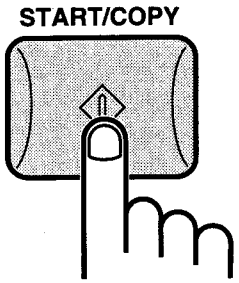
Manual reception

1



When the UX-104 rings, pick up the handset.

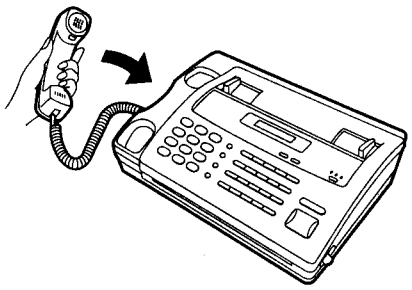
2



You will either hear a fax tone or the other party will speak to you.

- If you hear a fax tone, press the **START/COPY** key.
- If the other party first speaks with you and then wants to send a document, press the **START/COPY** key after speaking.

3



Hang up when RECEIVING appears in the display. When reception is completed, the buzzer will sound.

Note:

- *As a back-up feature of manual reception mode, you can set the UX-104 to automatically receive fax transmissions after 6 rings. This is useful if you are occasionally unable to respond to an incoming call personally. The setting is made with User Switch 5. See "User Switches" in Chapter 6.*

Automatic reception

In automatic reception mode, the UX-104 automatically answers all calls and receives the incoming documents.

- *You can change the number of rings after which the machine answers incoming calls with User Switch 2 (see "User Switches" in Chapter 6). 1 or 6 rings may be selected.*
- *You can speak with the other party by picking up the handset before the machine answers. To receive a document afterwards, press the* **START/COPY** *key and hang up.*

Paper cutting

After receiving a document, grasp the paper by the edge and pull upward to tear it off.

Automatic Fax/Phone Changeover

This is a special function which allows you to use one line for both fax and voice communications without having to personally answer every call. When it is enabled, the UX-104 detects whether an incoming call is a voice call or a fax. If it is a voice call, the machine will signal you to answer. If it is a fax, the machine will automatically start reception.

- *Automatic Fax/Phone Changeover is only used in* **AUTO** *reception mode. (For the function to work, the machine must first answer the incoming call automatically.)*
- *Do not enable Automatic Fax/Phone Changeover when using an extension telephone or an answering machine with the fax machine (voice calls cannot be signaled through these devices).*

Enabling Automatic Fax/Phone Changeover

Automatic Fax/Phone Changeover is enabled by setting User Switch 6 to "YES". The procedure for doing this is described in "User Switches" in Chapter 6.

- *When using Automatic Fax/Phone Changeover, make sure that the reception mode is set to* **AUTO**.

How the function operates

When a call comes in, the machine answers it. The number of rings the machine waits before answering depends on which reception mode is used and the User Switch setting made for that mode.

- If the machine detects a fax tone, it begins reception automatically.
- If the machine doesn't detect a fax tone, its pseudo ringer will ring for approximately 15 seconds, signaling you to pick up the handset.

In the latter case, if you do not pick up the handset within 15 seconds, the UX-104 issues a fax tone to the other machine. This enables the other party to send a fax manually if they desire when you are out. The document will be received automatically.

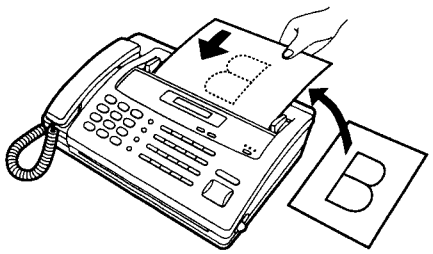
- *If the other party calls with the intention of sending a document manually, the UX-104 will treat the call as a voice call. This is because Normal Dialing is used for manual transmission, and no fax tone is issued. The UX-104 will only be able to recognize a fax transmission if the other party uses Automatic Dialing.*
- *The duration of pseudo ringing can be adjusted with User Switch 9 (see "User Switches" in Chapter 6). Possible settings are 15, 30, 60, or 120 seconds (the factory setting is 15 seconds).*

COPYING

The UX-104 can also be used to make copies. In particular, this function can be used to make sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

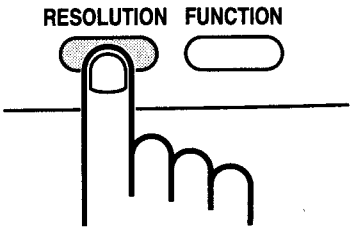
- *The default resolution for copying is FINE.*

1



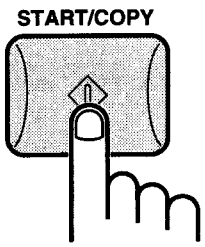
Load the document face down as you would for a transmission.

2



If desired, adjust the resolution and contrast with the RESOLUTION key.

3



Press the START/COPY key.

♦ ***Incoming calls during copying***

The UX-104 goes into manual reception mode during copying, so if a call comes in at this time, pick up the handset to answer.

To receive a document, press the **START/COPY** key after copying is finished. If you want to begin reception immediately, press the **STOP** key to stop copying, and then press the **START/COPY** key as soon as the document has fed out and the machine has returned to standby mode.

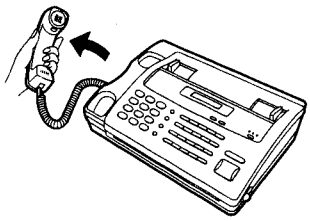
VOICE COMMUNICATIONS

The UX-104 can be used like a regular telephone to make and receive voice calls.

- *When the power is off, you cannot dial to make telephone calls. However, you can receive incoming calls.*

Making telephone calls

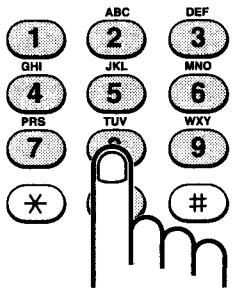
1



or

Pick up the handset or press the SPEAKER key. Listen for the dial tone.

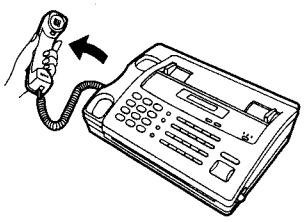
2



Dial the number using one of the following methods:

- **Normal Dialing:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialing:** Press the appropriate Rapid Key.
- **Speed Dialing**: Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.

3



Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset.

Redial

The last number called can be redialed by pressing the **REDIAL** key. (It is not necessary to pick up the handset or press the **SPEAKER** key.) When the other party answers, pick up the handset.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection.

When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD** key one more time.

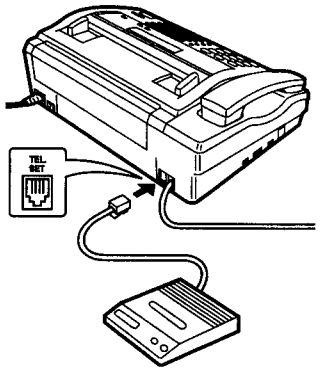
5. USING YOUR FAX WITH OTHER DEVICES

ANSWERING MACHINE

You can connect most answering machines to your UX-104 to receive both voice messages and fax transmissions on the same line while you are out.

Connection and preparations

1



Remove the seal covering the jack on the fax machine marked TEL. SET, and insert the end of the answering machine line into the jack.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

> "Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

- *Try to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialing.*
- *Your callers can even leave a voice message and send a fax message on the same call. Modify your outgoing message to explain that they can first leave a voice message, and then press their Start key to send a fax.*
- *You may find that inserting a short pause before the outgoing message will help improve the reception of fax transmissions sent by automatic dialing (when automatic dialing is used, a fax tone is sent immediately by the transmitting machine, and inserting a pause before the message ensures clear detection of such tones).*

Other considerations

- Your answering machine must be set to answer on 1 to 4 rings (preferably 1 or 2). If it is set to ring on more than 4 rings, you may not be able to receive faxes sent by automatic dialing.
- If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see "Extension telephone" which follows in this chapter). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

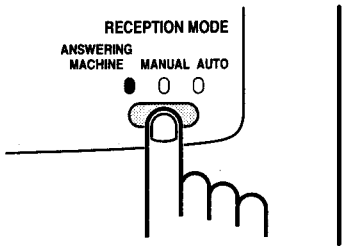
When the answering machine is not in use

The answering machine can be left connected to the fax machine when you aren't using it. If it has a handset, it will function as an extension telephone.

- *When using an answering machine as an extension telephone, make sure that it is turned off, and the Reception mode switch on the fax machine is set to* **AUTO** *or* **MANUAL**.

Using the hook-up

1



Set the Reception mode switch in the upper right-hand corner of the operation panel to ANSWERING MACHINE.

2

Set your answering machine to auto answer.

- Make sure it is set to answer on 1 to 4 rings.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

How the hook-up operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. During this time the UX-104 will listen quietly on the line. Callers who want to leave a voice message can do so without knowing a fax machine is there. If the UX-104 detects a fax transmission (see below), it will disconnect the answering machine and begin reception.

- *If the connection is not good or there is noise in the line, the answering machine and/or fax machine may not respond properly.*
- *The call counter on your answering machine may indicate that a voice message was received, when only fax messages were received.*

How fax transmissions are detected:

The fax machine detects fax transmissions in two ways, depending on whether the fax is being sent automatically or manually:

Automatic transmission:

If the fax is sent using a form of automatic transmission, such as Rapid Key or Speed Dialing, the transmitting machine will send a "calling tone" at 3-second intervals for a period of about 30 to 40 seconds after dialing. When the UX-104 detects this tone, it will disconnect the answering machine, send a "reception tone" in response, and begin receiving the transmission.

If the transmitting machine does not receive a reception tone from your machine within 30 to 40 seconds after dialing, it will usually hang up and automatically redial several minutes later.

Since the UX-104 may not be able to detect the transmitting machine's calling tone until after the outgoing message ends, it is important that the answering machine answers the call within 1 to 4 rings and the outgoing message does not last too long. Otherwise, the UX-104 may not be able to establish communication with the transmitting machine before the latter hangs up.

Manual transmission:

If the fax is being sent using a form of manual transmission, such as Normal Dialing, the transmitting machine does not send a calling tone; rather, the person faxing normally waits for a reception tone and then presses their Start key. In the case of an answering machine hook-up, they will hear your outgoing message instead of a reception tone, and then press their Start key.

However, this alone does not signal a fax transmission to your machine. Instead, it uses a function called "Quiet Detect Time" to detect the transmission. This function causes your machine to disconnect the answering machine and begin reception if it detects a certain period of silence.

The UX-104 is set to automatically begin fax reception if it detects a period of silence of 6 seconds (this setting can be changed - see the following section). Since this is a fax transmission and line will be quiet after the person faxing presses their Start key, the UX-104 will disconnect the answering machine 6 seconds after the key is pressed and begin reception.

Note:

- *Additional methods of making the fax machine disconnect the answering machine and begin reception are described in "Answering Machine Failure Mode" and "Off-Hook Hold Time" in the following section, "Optional settings". These are functions which can be used if needed to improve the response of the fax machine to incoming calls.*

Optional settings

If necessary, you can use one or more of the following settings to improve the response of the answering machine hook-up to incoming calls.

Quiet Detect Time

This function switches a call to the UX-104 if a certain period of silence is detected after the answering machine answers. To receive faxes sent by Normal Dialing, the function must be enabled.

Time selections for the period of silence are 1 to 10 seconds. A setting close to 6 seconds will generally give the best performance, but you can try other settings if desired. For example, some answering machines have fast disconnect times (approximately 4 seconds), and in this case you should try a setting of 3 seconds.

- The factory setting is 6 seconds.

Important:

- *Although it is possible to disable the function by entering "00" for the time selection, this may prevent you from receiving faxes sent manually by Normal Dialing.*
- *The Quiet Detect Time setting should be longer than any period of silence included in your recorded message, or the call will be switched to the fax machine before the caller has a chance to speak.*
- *If a caller pauses for a period of time longer than the Quiet Detect Time setting while leaving a message, the fax machine will cut in. Make sure the Quiet Detect Time setting is longer than any possible pauses.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. MODE.
2	#	Move to QUIET DETECT TM.
3	0 3 (Example)	Set the time by entering a two-digit number equal to the number of seconds ("01" to "10" seconds), or enter "00" to disable the function.
4	STOP	Exit.

Quiet Detect Start Timing

This setting can be used to delay the start of Quiet Detect Time if the latter is enabled.

We recommend that you only use this function if there is a long pause between the time the answering machine answers a call and the beginning of the outgoing message (a pause is sometimes added before the message to allow clear detection of possible fax tones). In this case, delaying the start of Quiet Detect Time prevents the fax from cutting in before voice callers can leave a message.

You can set Quiet Detect Time to start at any time from 1 to 15 seconds after the answering machine answers, or enter "00" for no delay.

- The factory setting is "00" (off).

Hint:

- *As a general guide, the start timing setting should be slightly longer than the pause before the outgoing message.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. MODE.
2	*	Move to QUIET START TIME.
3	0 5 (Example)	Set the start timing by entering a two-digit number equal to the number of seconds ("01" to "15" secs), or enter "00" for no delay.
4	STOP	Exit.

Answering Machine Failure Mode

When this function is enabled, the fax machine will answer the call after 6 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

- The factory setting is "NO" (off).

Important:

- *When this function is enabled, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax machine will always answer first, preventing callers from leaving voice messages.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. MODE.
2	✳ ✳	Move to SELECT AUTO RCV.
3	1 or 2	Press "**1**" to enable the function, or "**2**" to disable it.
4	STOP	Exit.

Off-Hook Hold Time

This setting is used to switch calls unconditionally to the fax machine at a set time after the answering machine answers.

For normal operation, we recommend that you do not enable this function; however, if you are having trouble receiving faxes in answering machine mode you can try various time settings to see if it helps. You can select any time from 1 to 255 seconds. Entering "000" disables the function.

- The factory setting is "000" (off).

Important:

- *When selecting a time, you will generally want to make it long enough for your recorded message to be played and for callers to leave messages.*
- *If you are going to play back your messages from a remote location (remote retrieval), you will want to select a time longer than the playback time.*

Step	Press these keys:	Comments
1	FUNCTION 0	Select A.M. MODE.
2	# #	Move to OFF HOOK HOLD.
3	0 3 5 (Example)	Set the hold time by entering 3 digits (from "000" to "255" seconds) with the numeric keys.
4	STOP	Exit.

EXTENSION TELEPHONE

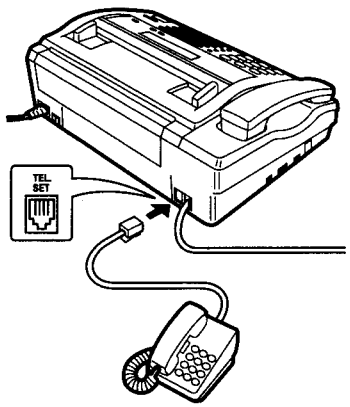
You can connect an extension telephone to the UX-104. If the telephone is a touch-tone telephone, you can use it to activate fax reception by pressing "**5**" and "*****".

Important:

- *When using an extension telephone, do not enable Automatic Fax/Phone Changeover (voice calls cannot be signalled through an extension telephone).*
- *Although pulse dial (rotary) telephones can be connected to the fax machine to receive voice calls, they cannot be used to activate fax receptions.*

Connecting an extension telephone

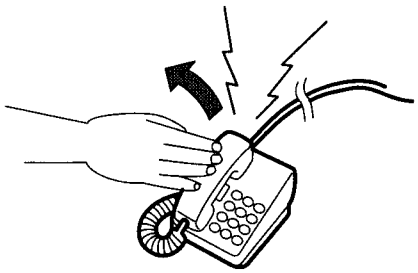
1



Remove the seal covering the jack marked TEL. SET on the fax machine, and insert the end of the extension telephone line into the jack.

Activating fax reception with a touch-tone telephone

1



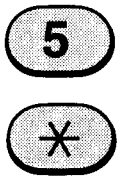
Answer the extension telephone when it rings. You will either hear a fax tone or the other party will speak.

- If you hear a fax tone, go to Step 3.

2

If the other party wants to send a fax after speaking, ask them to press their Start key.

3



Press "5" and "*" on your telephone.

- Reception will begin. Hang up.

Note:

- *The code used to activate fax reception ("5" and "*") can be changed by resetting User Switch 7. See Chapter 6.*

6. OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune the UX-104 to better suit your needs. The settings are called User Switches, and they are made using the panel keys. Each Switch is described in the list below.

Accessing the switches

Step	Press these keys:	Comments
1	FUNCTION [4]	Enter USER SWITCH MODE.
2	[#] or [*]	Scroll through the list of switches by pressing "#" to move forward, or "*" to move backward. The switches will appear in the order listed below.
3	[2] (Example)	When the desired switch appears in the display, make the setting.
4	STOP	Exit.

Switch settings

Switch 1: FINE RESOLUTION PRIORITY
This switch is used to change the default resolution for document transmission from STANDARD to FINE. Press "**1**" (YES) to change it to FINE, or "**2**" (NO) to change it back to STANDARD.

- Factory setting: "**2**"

Switch 2: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax machine waits before answering an incoming call in automatic reception mode. Press "**1**" to select 6 rings, or "**2**" to select 1 ring.

- Factory setting: "**2**"

Switch 3: RECALL WAIT INTERVAL
This sets the amount of time the machine will wait between automatic redials when the line is busy. Press "**1**" for 1 minute, or "**2**" for 5 minutes.

- Factory setting: "**2**"

Switch 4: RECALL TIMES
This sets the maximum number of times the machine will automatically redial if the line is busy. Press "**1**" for 5 times, or "**2**" for 2 times.

- Factory setting: "**2**"

Switch 5: 6 RINGS MANUAL ANSWER
Press "**1**" (YES) to have the machine answer a call after 6 rings when it is in manual reception mode. Press "**2**" (NO) to disable the function.

- Factory setting: "**2**"

Switch 6: AUTO FAX/PHONE CHANGEOVER
Press "**1**" (YES) to have the machine detect whether incoming calls are voice calls or fax transmissions in automatic reception mode. Press "**2**" (NO) to disable the function.

- Factory setting: "**2**"

Switch 7: TELEPHONE/FAX REMOTE NUMBER
This sets the 1-digit code number for transferring an incoming fax from an extension telephone to the UX-104. Enter any number from "**0**" to "**9**".

- Factory setting: "**5**"

Switch 8: TRANSACTION PRINT CONDITION LIST
This sets the condition for printing out Transaction Reports. Enter a number from "**1**" to "**4**" as follows:

"**1**" (ALWAYS PRINT):	Prints out a report after each transmission, reception, or error.
"**2**" (ERROR PRINT):	Prints out a report only when an error occurs.
"**3**" (SEND ONLY):	Prints out a report only after each transmission.
"**4**" (NEVER PRINT):	Does not print out any reports.

- Factory setting: "**2**"

Switch 9: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing when Automatic Fax/Phone Changeover is enabled. Enter a number from "**1**" to "**4**" as follows:

"**1**" (15 SEC.):	15 seconds
"**2**" (30 SEC.):	30 seconds
"**3**" (60 SEC.):	60 seconds
"**4**" (120 SEC.):	120 seconds

- Factory setting: "**1**"

Switch 10: PAPER SAVE
This reduces the vertical length of documents received, allowing you to save paper. Enter a number from "**1**" to "**3**" as follows ("S" will appear highlighted in the display while Paper Save is enabled):

"**1**" (MODE 1):	Reduce only the white spaces between lines.
"**2**" (MODE 2):	Reduce the entire document by 50% (only when standard resolution is used).
"**3**" (NO):	No Paper Save.

- Factory setting: "**3**"

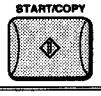
Switch 11: TIME SAVE
This reduces the vertical length of documents transmitted by 20%, saving line time and thereby allowing you to reduce telephone costs. Press "**1**" to enable the function, or "**2**" to disable it. ("T" will appear highlighted in the display while Time Save is enabled.)

- Factory setting: "**2**"

7. PRINTING OUT REPORTS AND LISTS

A variety of lists showing settings and information entered in the machine can be printed out on-demand. A report on transactions made can also be set to print out automatically under selected conditions. Each list and the report is described below.

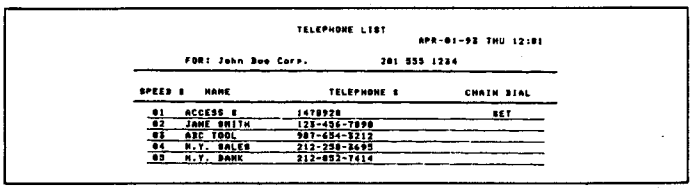
Printing out a list

Step	Press these keys:	Comments
1	FUNCTION	Select LISTING MODE.
2	or	Scroll through the lists by pressing "#" or "*". Stop when the desired list appears in the display.
3	START/COPY 	Print out the list.

Lists

Telephone List

This list shows the fax and voice numbers which have been stored for Automatic Dialing.



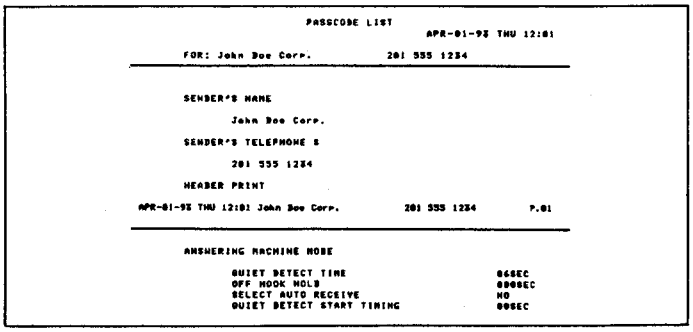
TELEPHONE LIST
APR-01-93 THU 12:01

FOR: John Doe Corp. 201 555 1234

SPEED #	NAME	TELEPHONE #	CHAIN DIAL
01	ACCESS #	1478926	SET
02	JANE SMITH	123-456-7890	
03	ABC TOOL	987-654-3213	
04	N.Y. SALES	212-258-3695	
05	N.Y. BANK	212-852-7414	

Passcode List

This list shows your name and fax number as entered in the machine, a sample of what is printed at the top of every page you transmit (**HEADER PRINT**), and the current status of the optional settings for answering machine hookup.



PASSCODE LIST
APR-01-93 THU 12:01

FOR: John Doe Corp. 201 555 1234

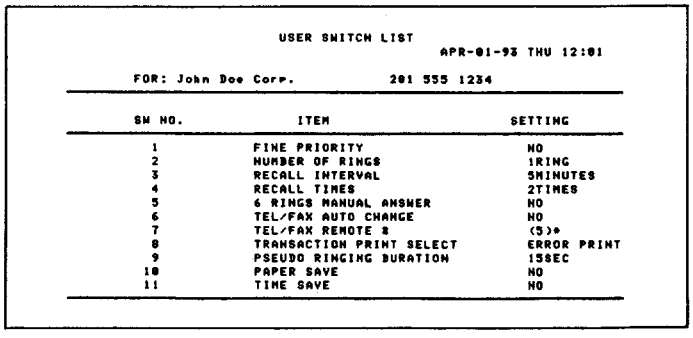
SENDER'S NAME
John Doe Corp.
SENDER'S TELEPHONE #
201 555 1234
HEADER PRINT
APR-01-93 THU 12:01 John Doe Corp. 201 555 1234 P.01

ANSWERING MACHINE MODE

QUIET DETECT TIME	06SEC
OFF HOOK HOLD	000SEC
SELECT AUTO RECEIVE	NO
QUIET DETECT START TIMING	00SEC

User Switch List

This list shows the current setting of all User Switches.



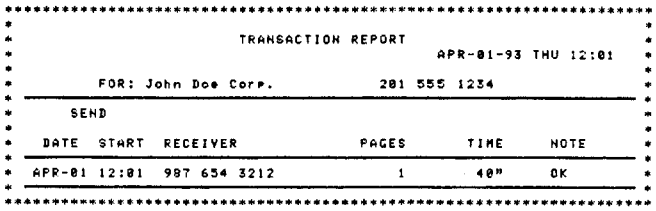
USER SWITCH LIST
APR-01-93 THU 12:01

FOR: John Doe Corp. 201 555 1234

SW NO.	ITEM	SETTING
1	FINE PRIORITY	NO
2	NUMBER OF RINGS	1RING
3	RECALL INTERVAL	5MINUTES
4	RECALL TIMES	2TIMES
5	6 RINGS MANUAL ANSWER	NO
6	TEL/FAX AUTO CHANGE	NO
7	TEL/FAX REMOTE #	(5)*
8	TRANSACTION PRINT SELECT	ERROR PRINT
9	PSEUDO RINGING DURATION	15SEC
10	PAPER SAVE	NO
11	TIME SAVE	NO

Transaction Report

This report is printed out automatically to allow you to check details on transactions made. The machine is set at the factory to print out the report only when an error occurs, but you can change the setting to have it printed out after every transaction (and error), every transmission (and error), or not at all. Change the setting by resetting User Switch 8.



TRANSACTION REPORT

APR-01-93 THU 12:01

FOR: John Doe Corp. 201 555 1234

SEND

DATE	START	RECEIVER	PAGES	TIME	NOTE
APR-01	12:01	987 654 3212	1	40"	OK

- *The report cannot be printed out on-demand.*

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the recording paper or document occurred.

NO PAPER - No recording paper.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See the appropriate list below based on whether you were transmitting or receiving.

CANCEL - Transmission was canceled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which the UX-104 does not have.

Transmission errors

E-0	Able to recognize the handshake signal, but it has errors.
E-1	Cannot recognize the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.

Reception errors

E-0	Able to recognize handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognize the handshake signal from the transmitter side.
E-3	Cannot recognize the last handshake signal from the transmitter side.
E-4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognize the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.

8. USER MAINTENANCE

RECORDING PAPER

Your UX-104 prints by means of thermal printing. The head applies heat to special paper which is chemically treated to turn color when heated to a certain level, and this creates the printed text or image.

To assure a long life for your machine and obtain the best reproduction quality, we recommend that you use the following Sharp recording paper:

FO-20PR Recording Paper (98.4 ft. roll)

- *Using a non-Sharp brand of paper may result in poor copy quality and excessive build-up of residue on the head.*

Handling recording paper

Do not unpack the paper until you are ready to use it. It may become discolored if:

- It is stored in a place with high humidity or high temperature.
- It is exposed to direct sunlight.
- It comes in contact with glue, thinner, or a freshly copied blueprint.
- It is scratched, causing heat due to friction.
- A rubber eraser or adhesive tape is used on it.

Replacing the recording paper

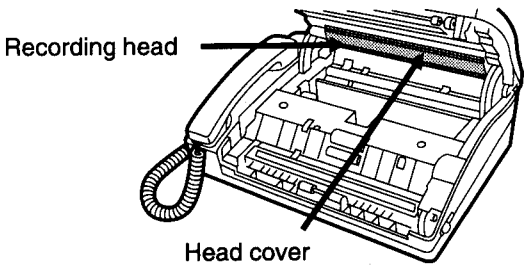
When the paper runs out, NO PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described in "Loading the recording paper" in Chapter 2.

CLEANING THE MACHINE

Fax recording head

Clean the recording head frequently to ensure optimum printing performance. To clean the head, first turn off the power, open the operation panel, and remove the recording paper.

1



Wipe the recording head and edge of the head cover with a soft cloth dampened with ethyl alcohol.

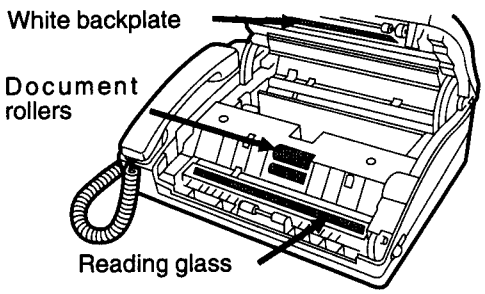
Caution!

- *Do not use benzene or thinner. Avoid touching the head with hard objects.*
- *The head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the head to cool prior to cleaning.*

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel, and clean them as shown below.

1



Wipe the reading glass, white backplate, and rollers with a cotton pad or soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- *Do not use benzene or thinner. These solvents may damage or discolor the machine.*

9. TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears on the display.	• Make sure the power cord is properly connected. • Make sure the power switch has been switched to the correct position. • Connect another electrical appliance to the outlet to see if it is live.
The machine does not respond to any key operation.	• If a beep sound (input or error signal) is not made when the keys are pressed, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work (for transmission or copying).	• Check the size of the document (see "Transmittable documents" in Chapter 4).
Dialing cannot be done.	• Make sure the power is on. • Make sure that the line is properly connected to the jack. • Make sure that the setting of the line selector is correct (tone "**T**" or pulse "**P**").
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the recording paper is properly loaded in the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has recording paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
A distorted image is received at the other end.	• Noise in the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your machine. If the copy is also distorted, your machine may have a problem.

Problem	Check and remedy
Nothing is printed when you try to receive a document.	• Make sure that the recording paper is properly loaded in your machine. • Make sure the power is on. • Make sure that the document for transmission is loaded face down in the feeder of the other machine.
The recording paper does not come out.	• Make sure the paper is not jammed (see "Clearing jammed recording paper" in this chapter).
The received image has low contrast.	• Make sure that the recommended recording paper is used (see "Recording paper" in Chapter 8). • Ask the other party to send higher contrast documents. If the contrast is still too low, your machine may have a problem. Make a copy to check it.
Received images are distorted.	• Noise in the telephone line may cause distortion. Have the other party try sending the document again. • The recording head may be dirty (see "Cleaning the machine" in Chapter 8). • Make a copy of another document on your machine. If the copy is also distorted, your machine may have a problem.
Copies are distorted.	• Make sure that the recommended recording paper is used (see "Recording paper" in Chapter 8). • Make sure that the recording paper is properly loaded in your machine. • The recording head may be dirty (see "Cleaning the machine" in Chapter 8). • Make a copy of another document on your machine. If the copy is also distorted, your machine may have a problem.
Reception/copying is interrupted.	• If reception or copying has been done continuously for a long time, the recording head may be overheated. Turn off the power and let it cool down.

MESSAGES AND SIGNALS

Display messages

TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.
NO PAPER	You have run out of recording paper.
COVER OPEN	The operation panel is open. Close it.
DOCUMENT JAM	The document is jammed. See the following section, "Clearing a jammed document".
LINE ERROR	Transmission or reception was not successful. Try again.
FUNCTION MODE	The **FUNCTION** key has been pressed.
STORED	Programming has been completed.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the machine is waiting for you to dial.
SEND READY	A document has been loaded and the machine is waiting for transmission or copying instructions.
OVER HEAT	The recording head has overheated. Operation may be continued once it cools.

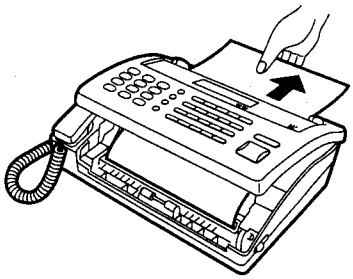
Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

CLEARING PAPER JAMS

Clearing a jammed document

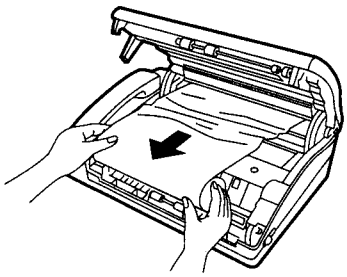
If a document doesn't feed properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START/COPY** key. If the document doesn't feed out, open the operation panel and pull it out gently.



- Before closing the operation panel, make sure the leading edge of the recording paper is set properly (it should extend to the received document exit).

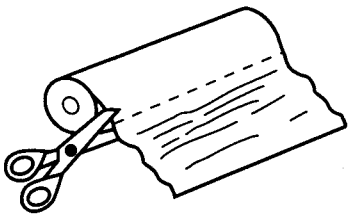
Clearing jammed recording paper

1



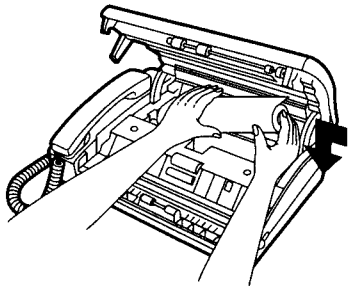
Open the operation panel and remove the paper roll.

2



Cut off the wrinkled part of the paper.

3



Reload the paper.

- Jammed recording paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in "Loading the recording paper" in Chapter 2.

10. SPECIFICATIONS

Applicable telephone line:	Public switched telephone network
Compatibility:	CCITT G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	Modified Huffman and Sharp special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 203 lines/inch (8 lines/mm) Vertical: Standard — 98 lines/inch (3.85 lines/mm) Fine/Halftone — 196 lines/inch (7.7 lines/mm)
Recording system:	Thermal recording
Display:	7 x 5 dots, 1 line by 16-digit display
Reception modes:	Auto/Manual/Answering machine
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time* :	Approx. 15 seconds (Sharp special mode)
Effective recording width:	210 mm (8.3") max.
Input document size:	Automatic feeding: Width — 5.83 to 8.5" (148 to 216 mm) Length — 5.04 to 11" (128 to 279 mm) Manual feeding: Width — 5.83 to 8.5" (148 to 216 mm) Length — 5.04 to 39.4" (128 to 1000 mm)
Effective scanning width:	8.3" (210 mm) max.
Automatic document feeder:	Standard (10 sheets max.)
Halftone (gray scale):	Standard (16 levels)
Contrast control:	Automatic/Dark selectable
Copy function:	Standard
Telephone function:	Standard (cannot be used if power fails)
Power requirements:	120 V AC, 60 Hz
Operating temperature:	41 to 95°F (5 to 35°C)
Power consumption:	Stand-by: 8.5 W Maximum: 120 W
Dimensions:	Width: 13.4" (340 mm) Depth: 10.0" (255 mm) Height: 4.53" (115mm)
Weight:	Approx. 8.0 lbs. (3.6 kg)

* Based on CCITT Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., CCITT phase C time only).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specifications figures indicated are nominal values of production units. There may be some deviation from these values in individual units.

QUICK REFERENCE GUIDE

Use this guide as a convenient reminder for operating the machine after you have read the detailed instructions for each procedure in the manual.

Note:

- *Steps which are optional are enclosed in a dotted frame:* [ ]

Transmitting documents

Normal Dialing	Load document → RESOLUTION → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → START/COPY → Hang up
Direct Keypad Dialing	Load document → RESOLUTION → Dial (press numeric keys) → START/COPY
Rapid Key Dialing	Load document → RESOLUTION → Press Rapid Key
Speed Dialing	Load document → RESOLUTION → SPEED DIAL → Enter Speed Dial number (press 2 numeric keys) → START/COPY
Redialing	Load document → RESOLUTION → REDIAL → Wait for reception tone → START/COPY

Making voice calls

Normal Dialing	Lift handset or press **SPEAKER** → Dial (press numeric keys) → Lift handset if you pressed **SPEAKER**
Rapid Key Dialing	Lift handset or press **SPEAKER** → Press Rapid Key → Lift handset if you pressed **SPEAKER**
Speed Dialing	Lift handset or press **SPEAKER** → SPEED DIAL → Enter Speed Dial number (press 2 numeric keys) → Lift handset if you pressed **SPEAKER**
Redialing	Lift handset or press **SPEAKER** → REDIAL → Lift handset if you pressed **SPEAKER**

Operations using the FUNCTION key

The following chart shows how to access **FUNCTION** key operations. Once you have accessed the desired operation, follow the instructions which appear in the display.

Answering machine settings	FUNCTION → 0 → # or * (Press until desired item appears)
Printing out lists	FUNCTION → 2 → # or * (Press until desired item appears)
Entering your name and number	FUNCTION → 3 → # #
Setting the date and time	FUNCTION → 3 → *
Entering/clearing Rapid Key and Speed Dial numbers	FUNCTION → 3 → # → 1 or 2
Setting User Switches	FUNCTION → 4 → # or * (Press until desired item appears)

INDEX

A

Adjustable document guides 1-1
Answering machine
- Answering Machine Failure Mode . . . 5-5
- Connection 5-1
- Off-Hook Hold Time 5-6
- Quiet Detect Start Timing 5-5
- Quiet Detect Time 5-4

Assembly 2-3
Audible signals 9-3
Automatic Dialing, storing numbers for 3-4
Automatic Fax/Phone Changeover 4-10

C

Chain Dialing 4-6
Connections 2-3
Contrast 4-3
Copying 4-11

D

Dialing
- Chain 4-6
- Direct Keypad 4-5
- Normal 4-4
- Rapid Key 4-5
- Speed 4-6

Dial switch 1-1
Direct Keypad Dialing 4-5
Display messages 9-3
Document feeder 1-1
Document restrictions 4-1
Document rollers 1-2
Document sizes 4-1
Document, readable length and width 4-1

E

Extension telephone 5-7
Extension telephone jack 1-1

F

Function key 1-2

H

Handset 1-1
Handset jack 1-1
Hold key 1-2
Housing, cleaning 8-2

I

Installation . . . . . 2-1 - 2-4

L

Liquid crystal display 1-2
Loading the document 4-2

N

Normal Dialing 4-4
Numeric keys 1-2

O

Operation panel knob 1-1

P

Passcode List 7-1
Power switch 1-1

R

Rapid Key Dialing 4-5
Rapid Keys 1-2
Reading glass, cleaning 8-2
Reception 4-8
- Automatic 4-9
- Manual 4-8

Reception mode key 1-2
Recording head, cleaning 8-2
Recording paper 8-1
- Loading 2-4

Redial key 1-2
Redialing 4-7
Resolution 4-3
Resolution key 1-2
Ringing volume selector 1-1
Rollers, cleaning 8-2

S

Speaker key 1-2
Speaker volume control 1-1
Speed Dial key 1-2
Speed Dialing 4-6
Start/Copy key 1-2
Stop key 1-2

T

Telephone line jack 1-1
Telephone List 7-1
Transaction Report 7-2
Troubleshooting . . . . . 9-1 - 9-4

U

User Switch List 7-1
User Switches 6-1